

INVITES APPLICATIONS FOR THE POSITION OF

Facility Attendant I/II Heritage Park & Museums

APPLY ONLINE AT WWW.CALOPPS.ORG

FILING DEADLINE

Open until filled

SALARY

\$10.00- \$16.80 per hour (placement in range dependent on experience and qualifications)

This is a part-time seasonal position that averages up to 15-20 hours per week.

\$10.00 - \$14.00 Facility Attendant I

\$12.00 - \$16.80 Facility Attendant II

THE POSITION

The City's Parks and Community Services Department is looking for dependable, personable self-starters to serve as Facility Attendants at Dublin Heritage Park & Museum. This position reports to the Heritage & Cultural Arts Supervisor, and provides support for rentals, special events, classes and camps. Typical duties include: assisting with rentals, including weddings and funerals; ensuring facilities are properly set up for events, cleaning up after events; and assisting as needed during special events. A Facility Attendant II is responsible for serving as lead attendant, training new attendants, enforcing building rules and party limitations and making written reports in the event of an incident or damage.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Open and close facilities as scheduled for use,
- Set up furniture and equipment for activities and verify it is in proper condition and returned to original configurations after use.
- Greet visitors, collect fees and have visitors sign guest book or complete surveys.
- Provide facility and exhibit orientations and tours using interpretive material and training provided by the Museum Director.
- Function as supervising attendant during evening events, as necessary.
- Monitor activities of facility users for adherence to facility rules and appropriate and safe conduct.
- Clean up after facility users and set up for subsequent activities.
- Sweep and mop floors as needed.
- Keep restrooms and kitchen clean and well-stocked with paper towels, toilet paper, etc.

- Empty garbage as needed.
- Make written reports of damage to equipment or facilities.
- Train ancillary staff on facility and rental procedures.
- Appropriately secure facility upon leaving.
- Build and maintain positive working relationships with co-workers, other City employees and the public, using principles of good customer service.

QUALIFICATIONS

Training and Experience:

Facility Attendant I - Should have completed tenth grade, be at least 15 years old, and have some experience setting up facilities for meetings and events or cleaning and custodial work.

Facility Attendant II - Should have completed tenth grade, be at least 17 years old, have some experience setting up facilities for meetings and events or cleaning and custodial work, and possess a valid California Class C Driver's License and a Certificate of Automotive Insurance for Personal Liability.

Knowledge Of:

- Principles and practices of facility maintenance and operational procedures.
- Principles and practices of standard safety precautions.
- Operational characteristics of the assigned program.
- English usage and vocabulary.
- Customer service techniques.

Ability To:

- Learn tour and exhibit content.
- Provide tours to diverse audiences.
- Problem-solve conflicts and disputes as applicable.
- Perform heavy physical work, including lifting and moving tables and chairs.
- Follow written and oral instructions.
- Express ideas and communicate effectively orally and in writing.
- Instruct and enforce safety rules.
- Analyze and interpret facility policies and procedures.
- Deal effectively and courteously with the public.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Exercise good judgment.

Licenses, Certificates and Special Requirements:

1. Any offer of employment to an adult who will have direct contact with minors is conditional upon submission of a completed fingerprint screening and a satisfactory background check.
2. Current certification in First Aid and CPR is desirable.
3. This classification is designated as a Mandatory Reporter; Completion of Mandatory Reporter training is required within one month of employment.
4. Candidates under 18 must provide a valid work permit.

PHYSICAL STANDARDS:

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and report operational and technical policy and procedures.

An employee is regularly required to sit for long periods of time; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to bend, twist, lift, walk; stand; and set-up and move equipment weighing up to 50 pounds. While performing duties, the employee is regularly required to use written and oral communication skills; read and interpret information and room layout specifications; and interact with City employees and the public.

BENEFITS

Other than statutory law, AB1522 (CA Paid Sick Leave law), there are no benefits for part-time, temporary/seasonal positions

THE SELECTION PROCESS

The best-qualified candidates, as determined by an initial screening of applications, will be invited to participate in an interview process which will consist of written and/or oral components. The City reserves the right to test an applicant in any other manner to determine suitability and to alter any aspect of the selection process. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process. No faxed or e-mailed applications will be accepted.

Pursuant to the City's Personnel Rules Section 24.2, the City retains the right to take appropriate steps to avoid inappropriate working relationships among relatives.

SUPPLEMENTAL QUESTIONNAIRE

In order to continue in the City's recruitment process, you are required to respond/complete the following Supplemental Questions online:

Question 1

The Facility Attendant I/II is a Part-Time, Temporary-Seasonal position with no benefits. Hours may vary from week to week. The Parks and Community Services Department has multiple opportunities for various shifts. Please indicate your availability below:

WEEKENDS:

8:00 AM - 3:00 PM

12:30 PM – 4:30 PM

3:00 PM – 8:00 PM

5:00 PM – 12:00 Midnight

WEEKDAYS:

8:00 AM – 3:00PM

12:30 PM – 4:30 PM

3:00 PM – 8:00 PM

5:00 PM - 10:00 PM

Question 2

Please describe your work or volunteer experience in a museum setting or similar public venue.

Question 3

How does this job fit with your career goals?